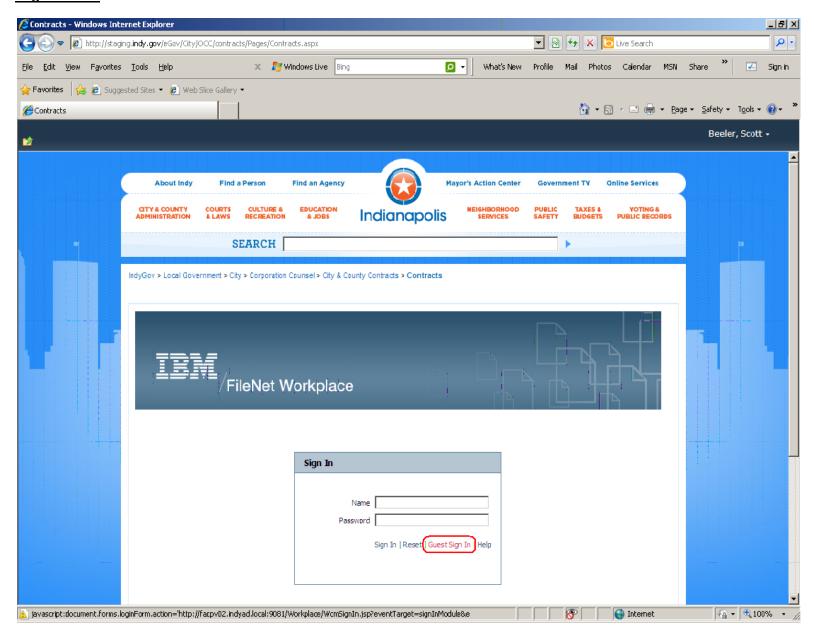
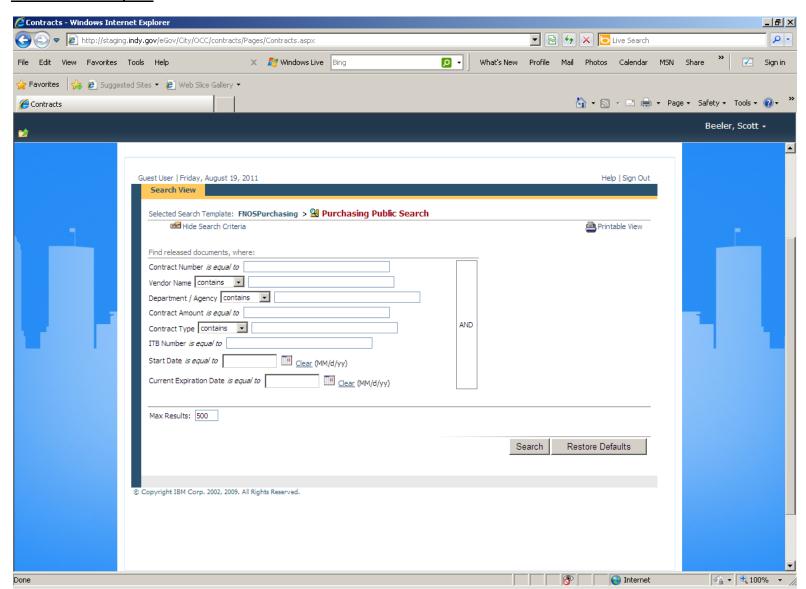
Login Screen



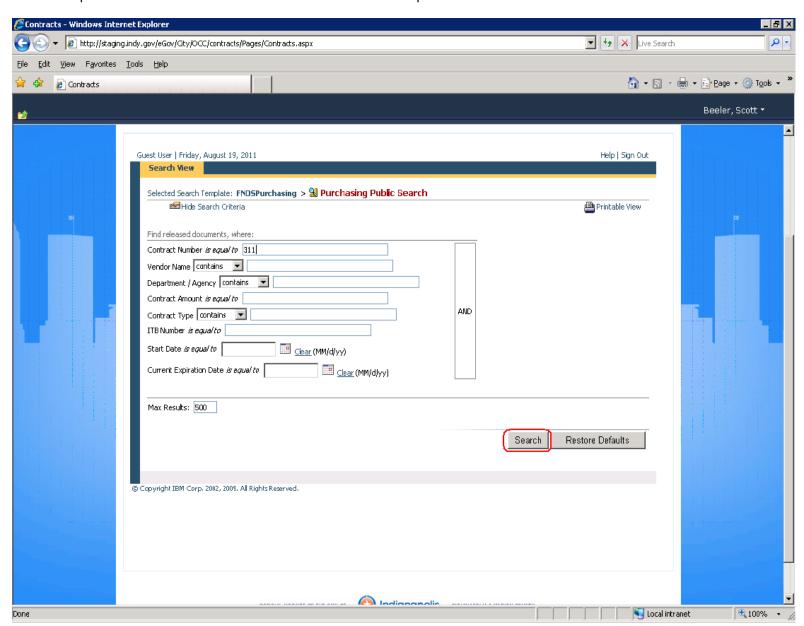
Click the Guest Sign In link to login. You will be brought to the Public Search Template.

Public Search Template

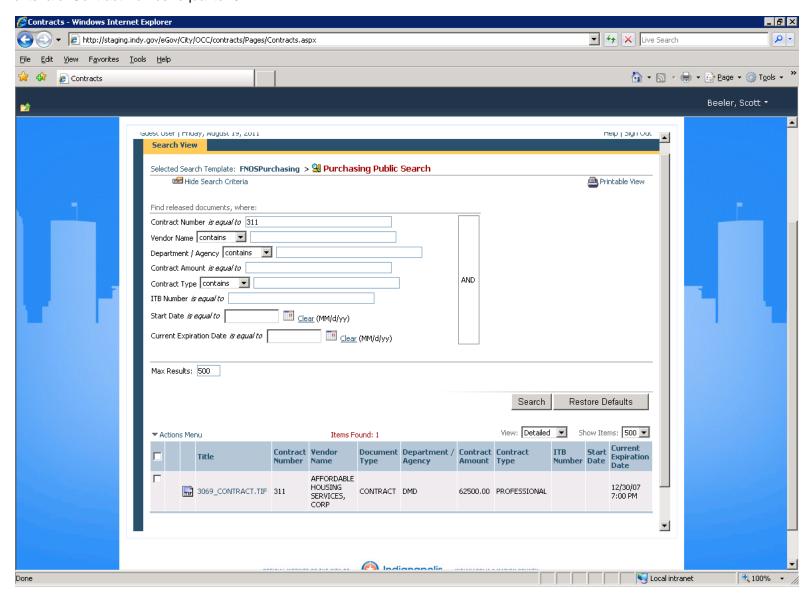


Enter in your search criteria for the document(s) you want to retrieve and click the Search button. You can search on a single or a combination of fields, and note some fields either have *is equal to* or *contains* next to the field name. If the field *is equal to* this means only documents which meet the exact value entered in the text box will be retrieved. If the field *contains* this means only documents which contain all or part of the value entered in the text box will be retrieved. The *contains* is a drop down menu box, which you can alternatively select *starts with* or *ends with*. These two options will retrieve documents which either start with or end with the value entered in the text box. If more the one field is used for a search then only documents in which all the values entered in the fields will be retrieved. If, for example, you entered "9999" in the Contract Number field and "Star Plumbing" in the Vendor Name field only documents which contain both these values will be retrieved. If a document had a Contract Number of "9999" but a Vendor Name other than "Star Plumbing" then that document will not be retrieved. Finally click the Restore Defaults button to clear out all search values from the fields and start a new search.

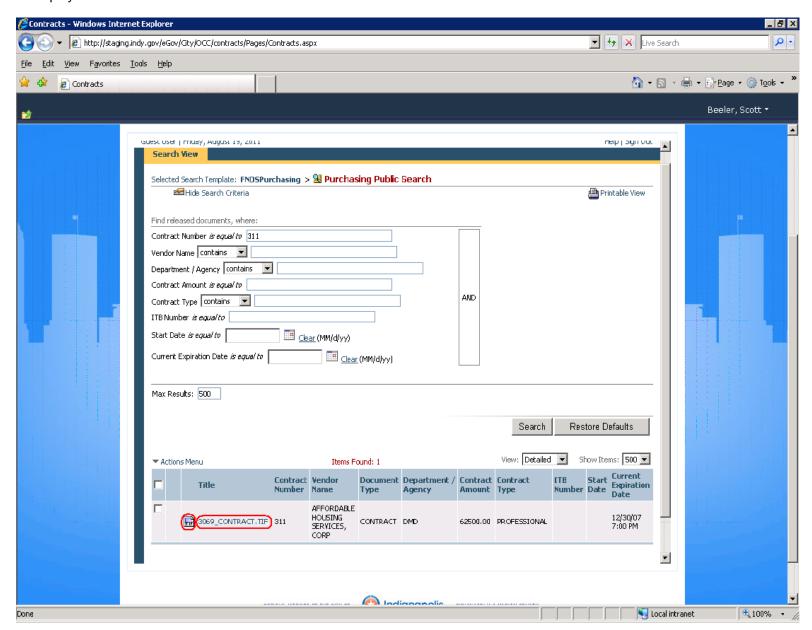
In the example below I entered in "311" as the Contract Number and pressed the Search button.



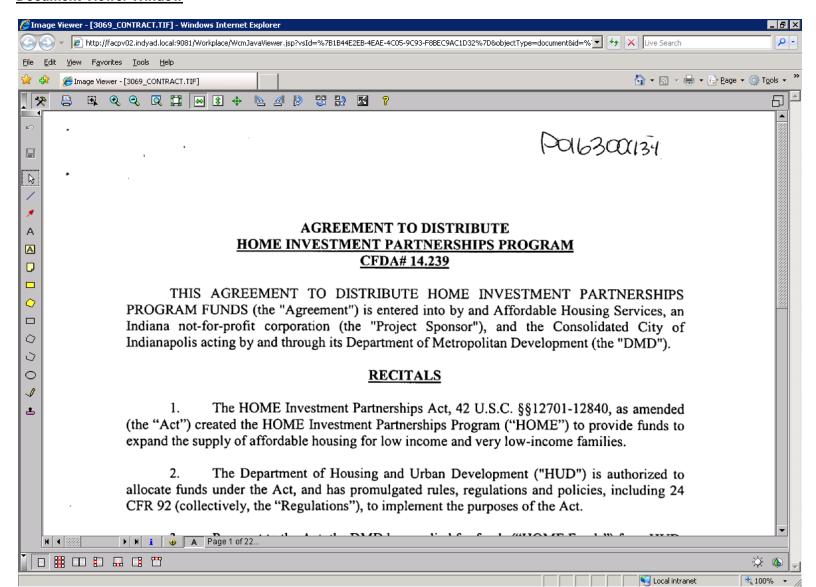
After I clicked the Search button the results are returned at the bottom of the page. You will see only one document met my search criteria of Contract Number equal to "311".



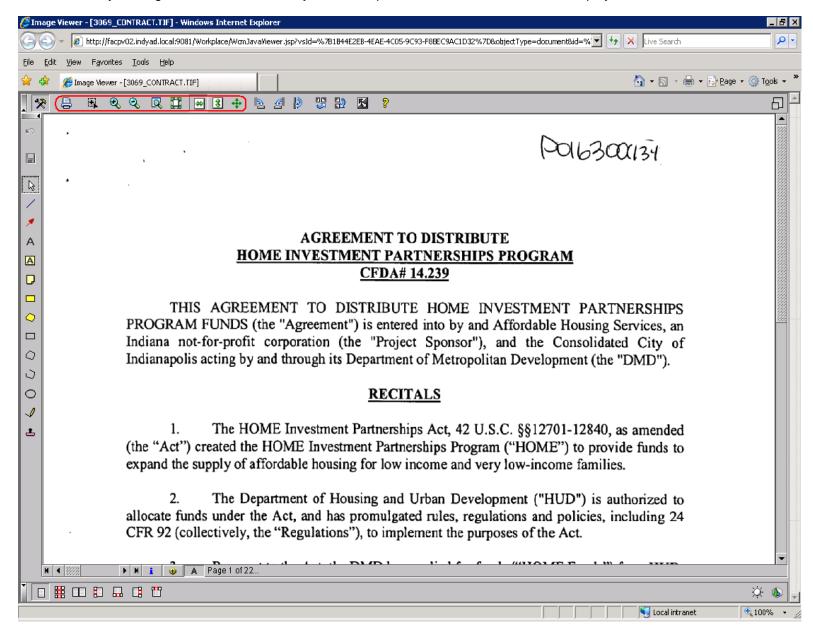
You'll notice all the search fields are contained in the results panel along with their respective values. To view the document click the document Title or the TIF icon next to the document Title. This will bring up a new document viewer window and the document will be displayed.



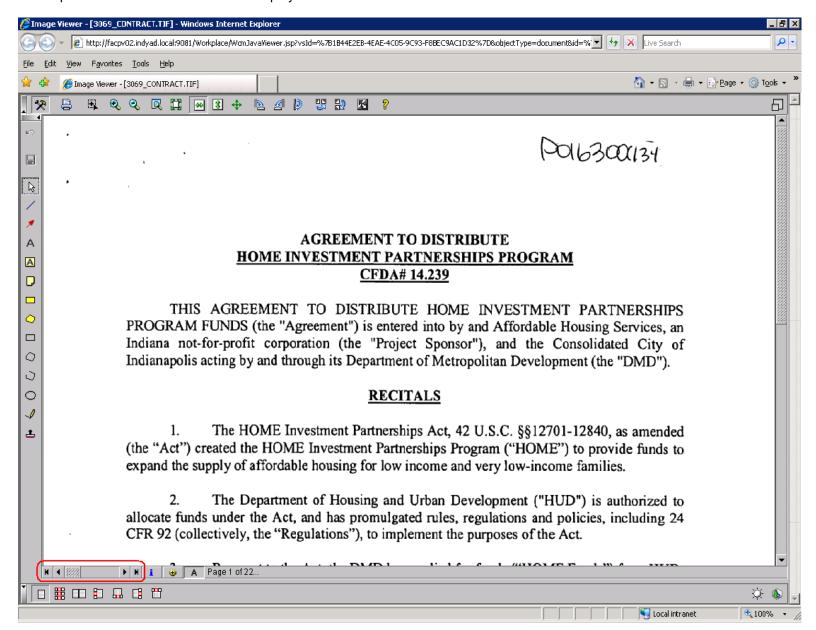
Document Viewer Window



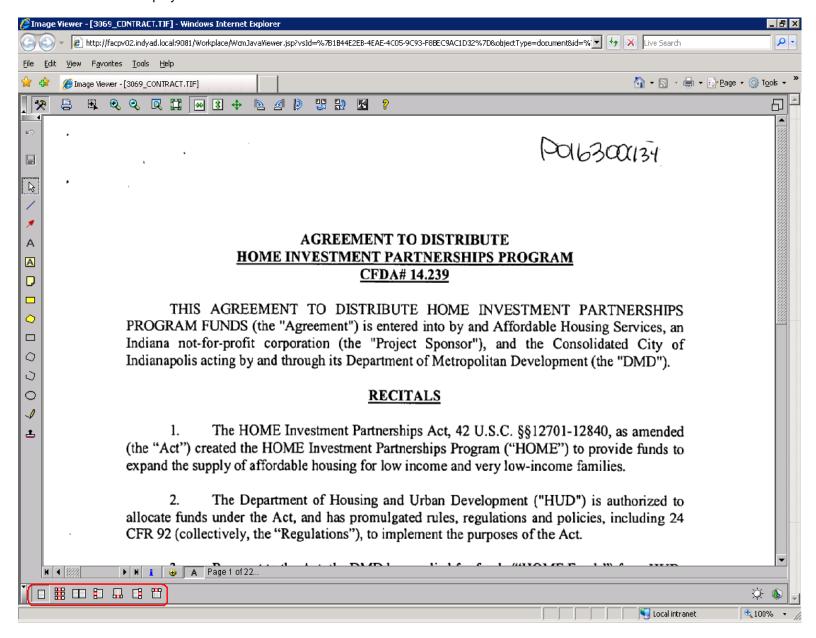
In the document viewer window there are different controls for how the document is presented in the window. These include Zoom to 100%, Fit to window width, Fit to window height, and Fit to window. You can also click and enable the magnifier to magnify over specific parts of the document (click the magnifier icon again to unable it). Finally you can use the Zoom to control to zoom to a specific area of the document, and the zoom in and zoom out controls to zoom in and out of the document. Finally you can also print the document by clicking the Print button. Hover your mouse pointer over each of the icons to display their labels.



To navigate among the pages of the document click the left and right arrow buttons located at the bottom of the document. You can also easily navigate to the first or last page of the document by clicking the respective left or right arrow end buttons. Hover your mouse pointer over each of the icons to display their labels.

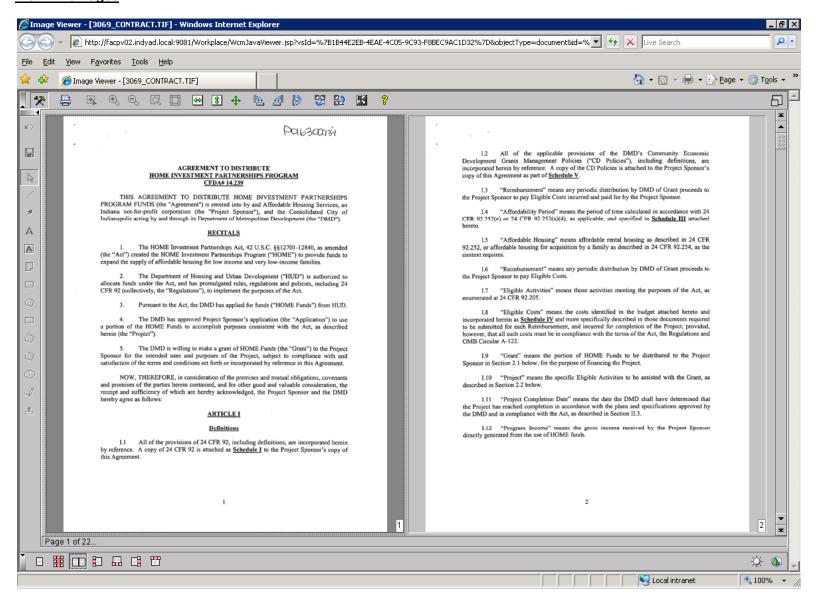


Lastly there are other controls available for presenting more than one page in the window. These are located at the bottom left-hand corner of the document viewer window, and options include one page, thumbnails, two pages, thumbnails: left, thumbnails: bottom, thumbnails: right, and thumbnails: top. Click on a control and the document will presented that way. Hover your mouse pointer over each of the icons to display their labels.

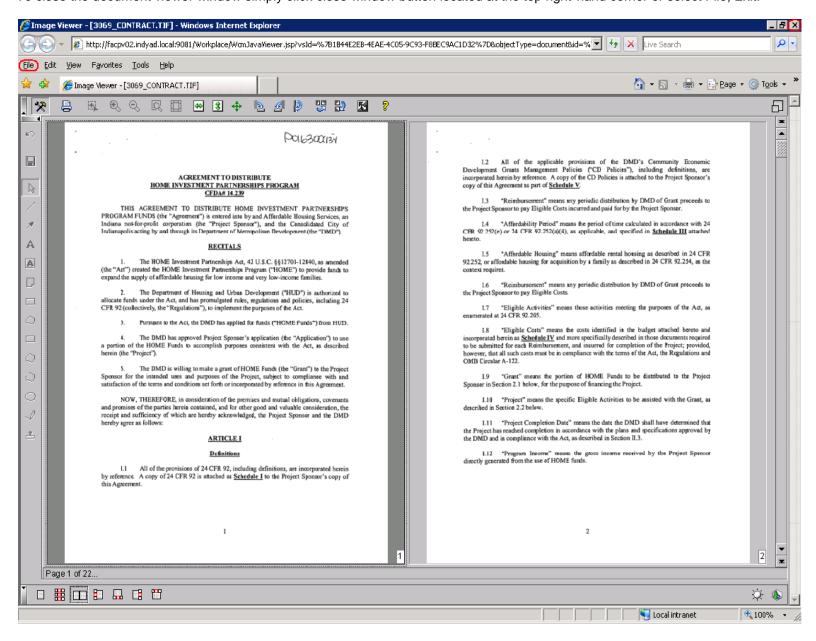


In the example below I clicked the View two pages control:

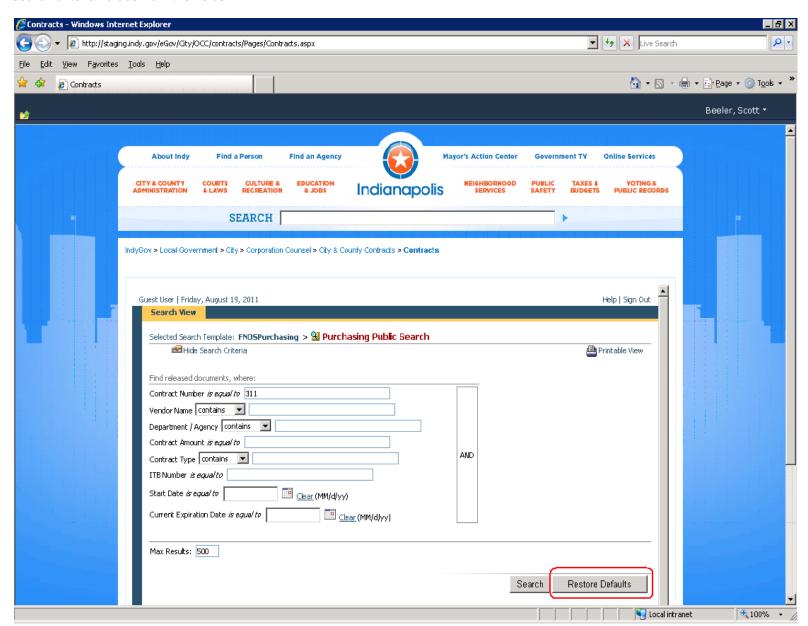
View Two Pages

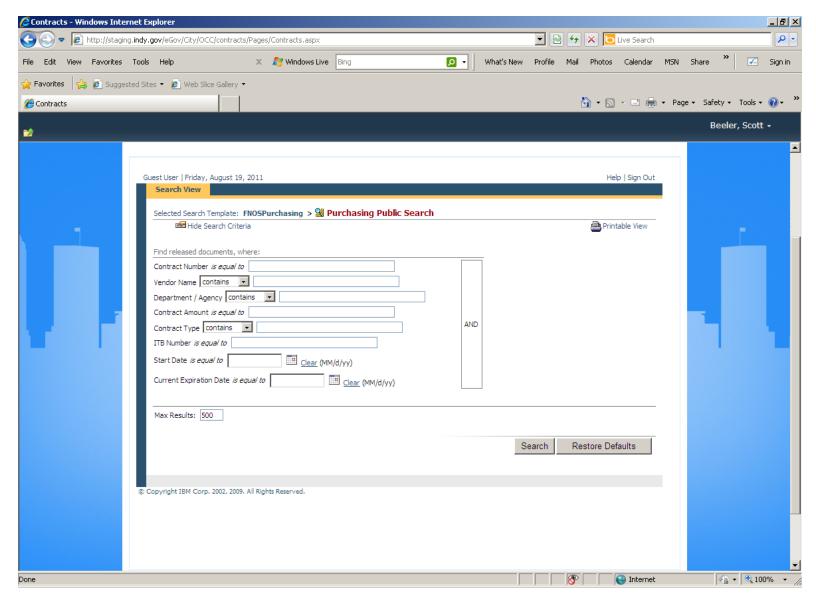


To close the document viewer window simply click close window button located at the top right-hand corner or select File, Exit.



If you would like to perform a new search click the Restore Defaults button to remove the document search results and clear the search criteria values from the fields.





To sign out click the Sign Out link or close the window.

